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What's New?

Policy

- [DCF-III-A-2-200](#), **Flextime**: this new policy, which will remain in effect for the duration of the COVID-19 Public Health Emergency pursuant to Executive Order 103, allows employees to organize their work hours around their personal and family obligations as well as to provide services to families that are not available during regular DCF business hours. This policy applies to all DCF staff, with some exceptions. See email from Human Resources on August 28, 2020, that also includes [DCF-III-A-2-200 ATT1](#), **DCF Flextime Guide**, and [DCF Flexible Work Schedule Request](#) fillable Excel form.

Forms

- [CP&P 4-5c](#), **KLG Visitation Plan**: this new form shall document the visitation plan agreed upon between the birth parent(s) and KLG caregiver post permanency. This form will be submitted to the court as part of the KLG filing.

What's Revised?

Policy

- [CPP-III-B-2-300](#), **Concurrent Permanency Planning**: policy has been updated to ensure that any alternate placement or permanency resources, particularly potential kinship resources, are explored expeditiously throughout the life of the case. The policy also includes a requirement that resource workers be a part of, and participate in, identified enhanced reviews.
- [CPP-IV-D-2-100](#), **KLG Generally**: policy language has been updated to reflect the emphasis on the priority of children remaining with kin or fictive kin when out of home placement is required.
- [CPP-IV-B-2-125](#), **Placing Children with Kinship Caregivers**: policy language has been updated to match revised language in [CPP-IV-B-2-300](#), allowing for verbal approval by the Local Office Manager on an emergent basis for presumptive eligibility placements.
- [CPP-IV-D-2-200](#), **KLG Subsidy Program**: policy revisions have been made to reflect current KLG subsidy regulations and practice.

This will support further compliance with Title IV-E eligibility and ICAMA.

- [CPP-IV-D-2-300](#), **KLG Assessment and KLG Court Order**: policy has been revised to reflect changes in the KLG approval process, and to include the KLG visitation plan, [CP&P 4-5c](#), as part of the KLG Assessment and Court Order submission.

Forms

- [CP&P Form 4-5](#), **Kinship Legal Guardianship Assessment**, and [CP&P Form 4-5a](#), and [4-5b](#), **Certification of Completed Background Checks for Kinship Legal Guardianship**: form has been updated to include non-gendered language and inclusion of the 4-5.
- [CP&P 17-1](#), **Waiver Request**: form has been revised to reflect a recent change in the waiver approval process.

As a reminder, there are known issues with the Policy Manual search function that are being reviewed. If you need assistance finding or verifying a policy, please contact the Office of Policy and Regulatory Development at 609-888-7030 or policy@dcf.nj.gov.

Click [here](#) to view *Policy Updates*

If you have any questions, please contact the Office of Policy and Regulatory Development at policy@dcf.nj.gov or 609-888-7030.